



U.S. DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY
APPLICATION FOR VOLUNTEER/INTERNSHIP
FEDERAL JUDICIARY EMPLOYMENT
"An Equal Opportunity Employer"



Job Volunteering for:	Date:	Days of Week Available: Hours Available:
-----------------------	-------	---

Last Name:	First Name:	Middle Initial	Social Security No.
------------	-------------	----------------	---------------------

Mailing Address: _____ Number and Street _____ Town, State and Zip Code	Phone Numbers: Daytime: () Evening: ()	Are you a U.S. Citizen? () Yes () No If No, please give the country of your citizenship _____
---	--	---

Have you been convicted of a crime which has not been expunged by the court?
() Yes () No

If yes, give details of each conviction and deposition in the block below. A conviction will not necessarily preclude from employment unless such conviction(s) relates adversely to the employment sought but will not preclude denial of employment for job related reasons. Please note as a condition of employment a Request for Criminal History Record will be filed with the State Police.

--

Are you over 18 years old? (If under 18, you will be required to submit working papers if offered employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible for employment in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked or been educated under a different name? If yes, specify _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

College and Graduate School
List any colleges, universities and graduate schools which you have attended.

Name and Location	Dates Attended (Month and year)	Credit Hours Completed	Major Areas of Study	Type of Degree	Did you Graduate?
	From: To:				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: To:				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: To:				<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: To:				<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Schools or Training Courses
Include business, vocational, technical, and other schools you have attended that are related to the title for which you are applying. If it is not a full time curriculum, be specific as to the number of hours attended.

Name and Location	Dates Attended (Month and year)	Subjects or Courses	Was course completed?
	From: To:		<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: To:		<input type="checkbox"/> Yes <input type="checkbox"/> No
	From: To:		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Use this space to describe any licenses, certificates, registrations, skills, crafts, including machines or equipment operated which relates to the position for which you will be volunteering for.</p>			
<p>List all Employment and Volunteer Experience Start with present or last position and work back, include military experience. Please complete in full even though you may attach a resume.</p>			
<p><u>WORK EXPERIENCE:</u></p> <p>Job Title:</p>	<p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time, hours per week: _____</p>	<p>Salary: N/A</p> <p>Start: _____</p> <p>End: _____</p>	<p>From: ____/____/____ MM/DD/YYYY</p> <p>To: ____/____/____ MM/DD/YYYY</p>
<p>Duties and Responsibilities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving:</p>			<p>Name of Immediate Supervisor:</p> <p>Employers name and address:</p> <p>Phone No.</p>

<u>WORK EXPERIENCE:</u> Job Title: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time, hours per week: _____	Salary: _____ Start: _____ N/A End: _____	From: ____/____/____ MM/DD/YYYY To: ____/____/____ MM/DD/YYYY
Duties and Responsibilities: _____ _____ _____ _____ Reason for Leaving: _____			Name of Immediate Supervisor: Employers name and address: Phone No. _____
<u>WORK EXPERIENCE:</u> Job Title: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time, hours per week: _____	Salary: N/A Start: _____ End: _____	From: ____/____/____ MM/DD/YYYY To: ____/____/____ MM/DD/YYYY
Duties and Responsibilities: _____ _____ _____ _____ Reason for Leaving: _____			Name of Immediate Supervisor: Employers name and address: Phone No. _____
Are you engaged in other business activity or employment which you desire to continue while working as a volunteer for the Judiciary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____			
Are you involved in any political activities, organizations or circumstances that may present possible conflicts of interest, should you be employed by the Judiciary, as a volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain: _____ 			

<p>How did you hear about us:</p> <p>_____ Volunteer Organization, if so, please list their name:</p> <p>_____</p> <p>_____ Newspaper</p> <p>_____ Website</p> <p>_____ State Judiciary</p> <p>_____ J-Net</p> <p>_____ Friend</p> <p>_____ Other _____</p>	<p>Do you have other relatives employed with the Federal Judiciary or who are currently volunteering for the Federal Judiciary?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list:</p> <p>Name of relative: _____</p> <p>Relative's position: _____</p> <p>Location of position: _____</p>		
	<p>Do you have any objections with the Judiciary contacting the above-referenced current and/or past employers or volunteer services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p>		
<p>List three persons unrelated to you whom we may contact for information concerning your qualifications.</p>			
NAME	ADDRESS	PHONE #	OCCUPATION
<p>Applicant Certification:</p> <p>I certify that, to the best of my knowledge and belief, all the information attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. The volunteer is also subject to a probationary period. All court employees are <i>at will</i> employees, and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.</p> <p>Signature: _____ Date Signed: _____</p>			
<p>Comments (For Human Resources Use Only)</p>			